

JOB DESCRIPTION

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| **JOB DETAILS**  |
| **Job Title**  | Trust Fellow / Registrar Gastroenterology & General Medicine |
| **Reports to**  | Clinical Lead Junior Doctors / Training Lead Gastroenterology / Clinical Supervisor |
| **Band**  | Medical and Dental Staff ST3 |
| **Department/Directorate/Care Group** | Gastroenterology/Specialty Medicine/Medicine |

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| **JOB PURPOSE**  |
| To provide high quality care to medical and gastroenterological (including hepatological) patients in a busy teaching hospital. To develop skills in and contribute to endoscopy services. To contribute to outpatient services in gastroenterology and hepatology. You will gain valuable clinical experience caring for patients with a wide range of conditions, delivering high quality care and working as part of a dynamic multi-disciplinary team. There is an on-call commitment to the general medical rota.You will have a Clinical Supervisor who will support you throughout the post to help you deliver care whilst gaining the most from educational opportunities.  |
| **KEY RESULT AREAS/PRINCIPAL DUTIES AND RESPONSIBILITIES** |
| **Clinical Work*** With the support of more senior doctors, assess and manage patients assigned to your team.
* Review new referrals to the general medical take and present cases to the duty consultant.
* Review new inpatient referrals to gastroenterology and hepatology.
* Request specialist opinions and investigations as guided by your consultant.
* Provide emergency care to patients across the hospital including being part of the MET or Resuscitation team.
* Ensure that patients’ care is handed over to other teams as appropriate.
* Work seamlessly with the multidisciplinary team (MDT) caring for your patients.
* Contribute to discussions regarding patient care, including but not limited to cancer and non-cancer MDT meetings, and develop and deliver appropriate medical management plans
* Develop skills in common medical procedures, with the aim of performing these independently.
* Develop skills in upper and lower gastrointestinal (GI) endoscopy, with the aim of performing these independently.
* Engage with JETS, JAG, clinical and educational supervisors, gastroenterology Training Lead, endoscopy Training Lead, and the Leads for Gastroenterology and Endoscopy.
* Deliver and develop outpatient services in gastroenterology and hepatology, under the supervision and direction of relevant consultants

**Core Teaching***Post graduate Teaching Responsibilities** There is a responsibility to teach junior medical staff in both clinical medicine and practical procedures, and there is an expectation to contribute to relevant aspects of teaching and training of Gastroenterological Medicine in the Trust when appropriate.

*University of Exeter Medical School teaching commitments* * Take an active role in ensuring that the teaching commitments of the department to the UEMS are delivered.

*Endoscopy Teaching Responsibilities** Once independence is achieved in each endoscopic procedure, share responsibility for the training of medical and nonmedical endoscopists and for the wider training of all staff in the endoscopy unit.
* Work towards gaining certification in Training The Trainers for endoscopy.

*Departmental** Present at departmental and Divisional meetings
* Attend internal teaching programmes

**Audit, Mortality & Morbiditiy, Clinical Governance, Quality Improvement, Research*** Organise and participate in relevant departmental clinical audit activity, and participate in Trust-wide audit activity where appropriate.
* Contribute to departmental M&M processes and meetings.
* Engage and comply with all Trust Clinical Governance processes, attend appropriate meetings and forums.
* Follow and contribute to the development of appropriate Trust clinical guidelines.
* Attend and contribute to departmental meetings and decision-making forums.
* Where the opportunity arises, work with colleagues to develop or deliver research projects
* Identify the need for developing services and work with your colleagues to develop a robust quality improvement project.

**Planning and managing resources*** Use resources carefully to minimise waste and avoid unnecessary costs
* Prioritise work based on clinical need
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| **KEY WORKING RELATIONSHIPS**  |
| The post holder is required to deal effectively with staff of all levels throughout the Trust as and when they encounter on a day to day basis. In addition, the post holder will deal with the wider healthcare community, external organisations and the public. This will include verbal, written and electronic media.Of particular importance are working relationships with:

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| **Internal to the Trust**  | **External to the Trust**  |
| * Lead Clinicians
* Training Leads
* Consultants
 | * Patients
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| * Specialist Registrars
 | * Partner organisations
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| * Junior Doctor Colleagues
 | * NETS, JAG
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| * Nursing Staff
* Rota team
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| **ORGANISATIONAL CHART**  |
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| **OTHER RESPONSIBILITIES**  |
| * Take part in regular performance review.
* Undertake any training required in order to maintain competency, including mandatory training, e.g. Basic and Advanced Life Support, Manual Handling
* Contribute to and work within a safe working environment
* Comply with Trust Infection Control Policies and conduct him/herself at all times in such a manner as to minimise the risk of healthcare-associated infection
* As an employee of the Trust, it is a contractual duty that you abide by any relevant code of professional conduct and/or practice applicable to you. A breach of this requirement may result in action being taken against you (in accordance with the Trust’s disciplinary policy) up to and including dismissal.
* Take responsibility for the workplace health and wellbeing of both appointee and colleagues
* When required, gain support from Occupational Health, Human Resources or other sources.
* Familiarise yourself with the health and wellbeing support available from policies and/or Occupational Health.
* Follow the Trust’s health and wellbeing vision of healthy body, healthy mind, healthy you.
* Undertake a Display Screen Equipment assessment (DES) if appropriate to role.
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| **DISCLOSURE AND BARRING SERVICE CHECKS**  |
| This post has been identified as involving access to vulnerable adults and/or children and in line with Trust policy successful applicants will be required to undertake a Disclosure & Barring Service Disclosure Check. |
| **GENERAL**  |
| This is a description of the job as it is now. We periodically examine employees' job descriptions and update them to ensure that they reflect the job as it is then being performed, or to incorporate any changes being proposed. This procedure is conducted by the manager in consultation with the jobholder. You will, therefore, be expected to participate fully in such discussions. We aim to reach agreement on reasonable changes, but if agreement is not possible, we reserve the right to insist on changes to your job description after consultation with you.Everyone within the Trust has a responsibility for, and is committed to, safeguarding and promoting the welfare of vulnerable adults, children and young people and for ensuring that they are protected from harm, ensuring that the Trusts Child Protection and Safeguarding Adult policies and procedures are promoted and adhered to by all members of staff.  |

PERSON SPECIFICATION

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| **Job Title** | Trust Doctor General Medicine |

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| **Requirements** | **Essential** | **Desirable** |
| **QUALIFICATION/ SPECIAL TRAINING*** MBBS or equivalent medical qualification.
* Completion of CMT years, ST 1-2 (or equivalent).
* Full registration with the GMC at time of appointment without sanction.
* MRCP part 2
* Participation in Audit/QI Projects
 | XXX | XX |
| **KNOWLEDGE/SKILLS*** Good general medical knowledge
* Excellent IT skills
* Relevant post graduate qualification
 | XX | X |
| **EXPERIENCE** * 4 years post-qualification medical experience in a hospital environment
* Experience of working in NHS inpatient gastroenterology / hepatology
 | XX |  |
| **PERSONAL ATTRIBUTES** * Good communication skills
* Able to manage own workload and escalate appropriately
* Able to handle difficult or emotional situations
* Able to work effectively as part of a team
* Can remain calm under challenging / high pressure situations
 | XXXXX |  |
| **OTHER REQUIREMENTS** * Ability to demonstrate a positive commitment to uphold diversity and equality policies approved by the Trust.
* Ability to travel to other locations as required.
* Full commitment to the on-call rota
 | XX | X |

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|  | **FREQUENCY****(Rare/ Occasional/ Moderate/ Frequent)** |
| **WORKING CONDITIONS/HAZARDS** | **R** | **O** | **M** | **F** |
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| **Hazards/ Risks requiring Immunisation Screening** |  |  |  |  |
| Laboratory specimens | Y/N |  |  |  |  |
| Contact with patients | Y |  |  |  |  |
| Exposure Prone Procedures | Y |  |  |  | X |
| Blood/body fluids | Y |  |  |  | X |
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| **Hazard/Risks requiring Respiratory Health Surveillance** |  |  |  |  |  |
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| Solvents (e.g. toluene, xylene, white spirit, acetone, formaldehyde and ethyl acetate) | Y | X |  |  |  |
| Respiratory sensitisers (e.g isocyanates) | Y | X |  |  |  |
| Chlorine based cleaning solutions (e.g. Chlorclean, Actichlor, Tristel) | Y |  |  | X | X |
| Animals | N |  |  |  |  |
| Cytotoxic drugs | Y |  | X | X |  |
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| **Risks requiring Other Health Surveillance** |  |  |  |  |
| Radiation (>6mSv) | Y/N |  |  |  |  |
| Laser (Class 3R, 3B, 4) | Y/N |  |  |  |  |
| Dusty environment (>4mg/m3) | N |  |  |  |  |
| Noise (over 80dBA) | N |  |  |  |  |
| Hand held vibration tools (=>2.5 m/s2) | N |  |  |  |  |
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| **Other General Hazards/ Risks** |  |  |  |  |
| VDU use ( > 1 hour daily) | Y |  | X |  |  |
| Heavy manual handling (>10kg) | Y |  | X |  |  |
| Driving | N |  |  |  |  |
| Food handling | N |  |  |  |  |
| Night working | Y |  |  |  | X |
| Electrical work | N |  |  |  |  |
| Physical Effort  | Y |  |  | X |  |
| Mental Effort  | Y |  |  | X |  |
| Emotional Effort  | Y |  |  | X |  |
| Working in isolation | Y |  | X |  |  |
| Challenging behaviour | Y |  | X |  |  |